

JUDICIAL INFORMATION SYSTEM COMMITTEE

October 24, 2008
9:00 a.m. to 12:00 p.m.
AOC Office, SeaTac, WA

Approved Minutes

Members Present:

Justice Mary Fairhurst, Chair
Ms. Cathy Grindle
Mr. Jeff Hall
Mr. N. F. Jackson
Mr. Rich Johnson
Mr. Michael Merringer representing
 Mr. William Holmes
Judge Glenn Phillips
Judge Michael Trickey
Ms. Siri Woods
Judge Thomas J. Wynne

Guests Present:

Mr. Larry Barker
Ms. Barbara Miner
Mr. Chris Shambro
Mr. Roland Thompson

Staff Present:

Ms. Colleen Clark
Ms. Jennifer Creighton
Ms. Ronee Parsons
Mr. Ramsey Radwan
Mr. Gregg Richmond

Members Absent:

Judge C. Kenneth Grosse, Vice Chair
Chief Robert Berg
Judge James Heller
Mr. Marc Lampson
Ms. Yolande Williams
Mr. Greg Zempel

Judge Glenna Hall (ret.) *Ex Officio*

CALL TO ORDER

Justice Mary Fairhurst called the meeting to order at 9:00 a.m., introductions were made.

Justice Fairhurst asked for approval of past minutes.

Judge Wynne moved to approve the minutes of August 8, 2008; Mr. Jackson seconded and the motion was approved unanimously.

Mr. Jackson moved to approve the minutes of August 22, 2008; Judge Wynne seconded and the motion was approved unanimously.

ENTERPRISE DATA WAREHOUSE UPDATE

Ms. Jennifer Creighton proceeded to update the committee on the four phases of the Enterprise Data Warehouse (EDW) project. **Phase I** is the statewide data repository which was completed and implemented as of September 30, 2008. This creates a statewide repository of case management information and publishes select statewide reports.

Phase II is the data marts, which was completed on October 15, 2008. This adds court level specific data marts and the user interfaces required to create ad hoc queries against them.

When you sign in you see the data mart of the court level you work in. We still have the old data warehouse which is going to stay up until the end of December.

For **Phase III**, the AOC will create a catalog of canned queries for the courts and users will need to convert their local queries to Business Objects. We are on track to complete this by December 31, 2008.

During **Phase IV**, the AOC will begin working on projects as prioritized by the Data Management Steering Committee; the implementation dates should begin the first quarter of 2009. Possible projects include caseloads, accountings, juvenile risk assessment, or public access.

The question was asked about licenses; this will not be an issue now, anyone with a RACF ID will be able to access. Mr. Jackson asked about saving by discipline – i.e. commonly saved reports, so administrators could share report formats. Ms. Creighton replied that it can be done, but will need to be done through the AOC.

Mr. Johnson reminded the committee that we need to reinforce to local courts that they are responsible for writing queries until the end of December. They are responsible for any queries they have written. The AOC will be providing a condensed set of canned queries; and they will begin putting these out on November 3 so courts aren't hit with everything on December 31.

Ms. Miner asked if there will be permissions to restrict which employees can access the information. Will the JIS security be emulated in BOXI? Ms. Creighton said she will have to look into this. Ms. Miner said she would prefer to have it secured. Ms. Grindle agreed, the performance of the tool could be downgraded if too many queries are run simultaneously.

Justice Fairhurst said the JISC will have to make a decision, then enforce as needed at the local level. There needs to be further discussion about permissions, access, control, etc. This should be put on the To Do list. Mr. Jackson asked if there would be a default that pre-selects your court; Ms. Creighton will need to find out about this also.

Justice Fairhurst asked if there will be a way to let courts know about the filters; education of court staff is the key. Staff replied that this was being worked on in a number of ways, through publications and hands-on training in local jurisdictions; along with a number of upcoming training dates in Seattle. Mr. Jackson offered facilities for BOXI training for the northwest region as it is difficult for those employees to get down to the Seattle or Olympia area.

Ms. Parsons said an email announcement has gone out to administrators and clerks at all court levels; information has been in the October RoadMap bulletin and will be in the November and December bulletins. Presentation materials can be provided to anyone that needs them.

Ms. Woods reminded staff that the AOC Help Center needs to be well-educated on this subject since they will be the first line for questions.

Ms. Creighton said if you have a query that someone in a different court wants, you can email it to them and it will show up in their in-box folder (BOXI) for them. For the question regarding choosing multiple jurisdictions, staff replied that it depends on how a query is written. But yes, you can modify a statewide query to what you need. There are some standard queries that the AOC can make available; there is also a data mart that has a subset of non-confidential information.

Mr. Hall asked if a translation list could be created between the systems for users (Brio → BOXI); Ms. Creighton reported that they are developing one.

It was also noted that the EDW is only available to the court system, at this time it is not available to the public. It is possible, but the AOC will need to work with the Data Management Steering Committee to see where this falls on the priority list.

Justice Fairhurst applauded Ms. Creighton and everyone that has been involved on their success.

KEY ACTIVITY STATUS

Mr. Richmond began by saying that ISD's charge is to plan, then begin the execution of the approved Modernization and Integration Strategy. Simultaneously, we will continue to provide the following functions and services.

- Ensure our application portfolio and systems remain up and operational.
- Maintain uninterrupted network connections and firewalls to all 267 courts statewide.
- Provide help desk and e-service functions.
- Maintain and update our web sites (inside courts, internet site and the JIS link).
- Provide and enforce security for our applications and data.
- Provide email and desktop support for the Court of Appeals, the Supreme Court and the AOC.
- Plan and execute the Disaster Recovery program two times per year.
- Plan and provide JIS equipment as directed.
- Ensure that Data Exchange remains the number one priority.

Infrastructure Improvements

- Mr. Richmond reported that the initial project management training for all ISD staff and guests from other divisions within AOC, JISC and the Data Management Steering Committee is completed.
- The infrastructure improvement training went well; a Request for Proposal (RFP) will go out in December. The RFP in December will be to amplify the Project Management Office (PMO); pre-initiation, initiation, project management, closing – hiring someone to do that training. In response to questions, Mr. Richmond said that while the PMO will not be fully operational until June 2011, we can successfully run the PMO before that date. However it wouldn't be completely auditable until 2011.
- The project task list and schedule are developed to upgrade Natural code to the current version; target completion date is December 2008.
- The project task list and schedule to upgrade DB2 database to the current version has been developed; target completion date is the end of January 2009.
- The project task list, schedule, and dependencies are developed for the Customer Information Control System enhancement to the mainframe; target completion date is December 2008.

The question was asked if the equipment replacement letters had gone out. Mr. Richmond replied that not all courts were due for replacements, so those courts did not receive a letter; but yes, the appropriate letters have been mailed. Ms. Woods and Ms. Miner asked for a copy of the list indicating which locations were due for replacements this year, staff will provide this list.

JIS System Modernization

At this point Mr. Richmond handed out the Service Oriented Architecture (SOA) booklet to the committee. Justice Fairhurst asked staff to be sure those not at the meeting also received a copy of it.

At least 10 vendors were involved as a peer review and all recommended moving ahead.

- An RFP is being drafted for a vendor to provide services in support of implementing a SOA.
- Architectural principles have been developed in advance of implementing the Enterprise Architecture.

Data Management

- Staff training has been completed to ensure adherence to the national standards (NIEM). (Yes this is the next generation of the standards used by the Justice Information Network [JIN], and yes, it can go forward and backward.)
- An RFP has been released and contract awarded for coding and implementing the Vehicle Related Violations Data Exchange Pilot. The timeline and plan will be done in November.
- Implementation of a Master Data Management solution is included in the RFP for Service Oriented Architecture.
- The new JIS Data Warehouse has been released.
- The clean-up of JIS data continues, focused on the automated scripts developed under the CMS project.

Mr. Richmond walked the committee members through the JIS Roadmap – Activity Report Timeline (last document behind Tab 3).

BUDGET STATUS

Mr. Ramsey reported on the changes from the July 2008 report.

2007-2009 Budget Overview

- Expended less during FY 08 in ongoing operations than originally anticipated.
- Expended approximately \$677,000 less during FY 08 from the Roadmap funding, however, \$324,000 has been expended in FY 09 for the Enterprise Data Warehouse, leaving \$353,000 remaining for other priorities.
- The estimated cost for the 11 staff positions was refined and the new cost is approximately \$733,000, leaving \$267,000 for other priorities.

The net increase in non-allocated funds is approximately \$632,000 (reduced FY 08 expenditures, reduced Roadmap expenditures and reduced projected FY 09 costs for the 11 new staff).

2009-2011 Budget Overview

- Increased the Estimated 09-11 Funding Available for JIS by \$2 million to account for an increase in the estimated ending fund balance from the 07-09 biennium.
- Revised the maintenance Adjustment from \$700,000 to \$854,000.
- Revised the Equipment Replacement and Growth amount from \$3.4 million to \$2.648 million.
- Revised the Mainframe and Other Equipment amount from \$1.965 million to \$2.278 million.
- Revised the estimated cost of the 11 new staff from \$2.6 million to \$2.341 million.

Total estimated costs decreased by \$544,000 while funding available increased by \$2 million, for a net increase in non-allocated funds of \$2.544 million.

- Added back the potential revenue reductions that MAY occur to indicate how much funding would be available if the Legislature does not take actions impacting JIS funding available.

The JISC Executive Committee agreed with Justice Fairhurst's decision to move forward with the provided Decision Package, which has been approved by the Supreme Court, regarding the Case Management System Migration. Mr. Hall wanted to be sure the committee understood that if additional money is allocated, the JISC will make the decision of how that money is spent.

COMMITTEE REPORTS

Data Dissemination

No report this meeting.

Data Management Steering Committee (DMSC)

Mr. Johnson said that when the two committees merged, they tried to follow a more structured model of moving forward – identifying goals, strategies and objectives. See the report under Tab 5: **Strategic Business Plan, Data Management Program, Data Exchange Initiative, Draft Version 1.5**. This has been worked on over a three-four month time frame, it will evolve, but currently reflects what the committee identified five-six months ago.

The committee and staff felt it was important to have this document; it is in line with the PMO move. There hasn't been this much detail in projects before, this has been a collaborative effort between this committee and the AOC staff. They have clearly learned that everything is linked – the Goals and their Strategies. This committee hopes that as the JISC moves forward, it functions in a way that fits within these established goals.

The Data Management Steering Committee has adopted this subject to JISC approval; it is considered a working document. Justice Fairhurst clarified that the JISC has already approved it.

The DMSC is pushing forward with infrastructure projects, focusing on three exchanges. These are training on BizTalk; target exchanges – imaging systems; and superior court data – SCOMIS data exchange or LINX. Existing relationships are physical and contractual; developing an exchange so Pierce County (LINX) can send data to the state system. There will be multiple systems (multiple levels), that will need the flexibility to exchange data with the statewide data base. The LINX/SCOMIS portion is the first step.

They are working to get as much done as possible between now and June 30, 2009 and will make an effort to get these three done. More will be known in mid-November, but they are trying to focus a few steps ahead.

OTHER BUSINESS

Staffing Report

Regarding the Staffing Report under Tab 6; Mr. Hall reported that they are actively recruiting for the first four. Because these are very important positions, it was an internal decision to fill these as permanent, full time positions. The next four positions will be dealt with through attrition if the legislature does not fund as requested. The last four are contingent on funding.

Communications with Legislators

Mr. Hall reported that there was one more update meeting set with Representative Dunshee. The next phase of legislative meetings will be in the 2009 session. He added it will be important to bring in the user community to support legislation.

There has been a positive reception to these interim meetings, for the most part. This is mainly due to the work done last session, being very up front with the CMS issues.

Other

Mr. Hall was asked about CAPS; he responded that it could fill a portion of what is needed by the courts. It is not a robust case management system, but it is a solid calendaring system. He would like to see this subject on a future JISC agenda to see what can be done with it. He continued, a second version has been released to Yakima and they have addressed some of the earlier problems. Right now it is only available in Yakima; the JISC should decide if it will be available to other counties. Mr. Richmond added that he does have staff checking to see if CAPS is ready for other counties to use; this needs to come back to the JISC at some point.

Mr. Richmond said that there are a lot of really good ideas to work on (CAPS, JABS, etc.) but having multiple priorities isn't realistic. Mr. Hall said that governance-wise, it needs to be determined how things come to the JISC for discussion and what direction is given to Mr. Richmond. He feels it shouldn't be a conversation at the JISC meeting, but should come to the JISC on some sort of a form – establish a process, so the JISC can set the direction.

Ms. Woods asked about the financial conditions of counties, if anyone had heard of four-day work weeks, furloughs, etc. Committee members responded that Snohomish, Pacific and Wahkiakum counties had been discussing alternatives. The AOC will stay on top of this.

NEXT MEETING

The next meeting will be December 5, 2008, at the AOC SeaTac facility; from 9:00 a.m. – 1:00 p.m.

There being no other business, the meeting was adjourned at 12:00 p.m.